

1

### LOGIN

Go to [www.pittsburghpromise.org/portal](http://www.pittsburghpromise.org/portal). Enter your **user ID and temporary password**. You will be prompted to create a new password upon initial login.

2

### UPDATE CONTACT INFORMATION

Confirm your contact information, check the authorization box, and provide an electronic signature to the **FERPA Release**. Check the verification box, then click **Submit**.

Please contact your high school guidance counselor or The Pittsburgh Promise office if you need your User ID and/or temporary password. If you have changed but forgotten your password, use the **Forgot Password** link to retrieve it via email.

3

### CHECK YOUR STATUS

Click **Student Home** in the menu bar on the left side of the screen to see your current Promise eligibility status. Your eligibility status will be "Tentative" until you graduate from high school. *If you believe your eligibility status is incorrect due to your residency/enrollment grade, cumulative GPA, and/or attendance data, please contact your high school guidance office. If they cannot help you, call Pittsburgh Public Schools Student Services at 412.529.3952.*

4

### ADD SCHOOLS OF INTEREST

Click **School Interest** in the menu bar on the left side of the screen. Click the **Add School** button under the School Interest header. Complete the short form, and click **Save School Interest**. If you choose to add other schools, repeat this step.

*IMPORTANT: Once you have decided which school you will be attending, you must inform The Promise. Log back into your account and click the School Interest link in the menu bar. Once in the School Interest section, click on the school you will attend and check the Enrolled box, then click Save School Interest.*

5

### APPROVE GUARDIANS

Click on **Guardians** in the menu bar on the left side of the screen. You may create or update contact information for your parents/guardians. If you are 18 years of age or older and wish to authorize The Promise to communicate with your parents/guardians about your Promise scholarship, click the Approve button under Actions. You may also add additional parents/guardians. Their information will appear under **Pending Guardians**.

*Note: Your Pittsburgh Promise eligibility does not become official until you graduate from high school and your final cumulative GPA and attendance are confirmed the summer after senior year.*

### What else can you do in your Student Portal?

The **Message** option in the menu bar on the left side of the screen allows you to send and receive messages to and from The Promise.

If you wish to appeal your Promise eligibility you can submit an appeal through the portal by clicking the **Appeal** link in the menu bar on the left side of the screen. Click the **Add Appeal** button, write the appeal in the Note section, and attach any supporting documents.

Once you have enrolled in school, you will be able to track payments of scholarship funds to your school, notify us if you are transferring schools, and more.

### What else should I be doing?

- Take the SAT or ACT exam.
- Complete the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and Pennsylvania State Grant ([www.pheaa.org](http://www.pheaa.org)) forms by May 1st. This is required for your Promise funds to be paid. If you cannot submit the FAFSA because of your immigration status, please contact The Promise office at 412.281.7605.
- Finish strong! Keep your grades up and your attendance record above 90% through the end of high school.
- Be thorough in your college search to find the right school: talk to your guidance counselor, visit [www.collegeboard.com](http://www.collegeboard.com) or [www.pittsburghpromise.org](http://www.pittsburghpromise.org), take a school or college tour, attend college fairs, and explore apprenticeship programs if you're interested in a trade.



### STILL HAVE QUESTIONS?

Contact The Promise for technical assistance:  
412.281.7605